

# Training Opportunities

REV 12/12/2014

On-Going State Resource						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self- Paced	Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Corel WordPerfect, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: <a href="mailto:Sarah.Tenfelde-Dubois@library.ks.gov">Sarah.Tenfelde-Dubois@library.ks.gov</a>	Online	All Employees	LearningExpress Library is a set of online resources funded and made available to all Kansans, at no cost, by the State Library of Kansas. These resources may be accessed through the State Library's website. LearningExpress, LLC is an educational technology company founded with the mission to help adult and student learners improve basic skills required for academic and career success. <a href="http://www.learningexpresslibrary3.com/?AuthToken=895C9A93-31CF-45C5-814C-A0788C14776D">http://www.learningexpresslibrary3.com/?AuthToken=895C9A93-31CF-45C5-814C-A0788C14776D</a>

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.  
**\*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

January 2015 Course Information						
Date	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
<b>01/20/2015</b> 7: 30 AM-5: 30 PM <b>01/21/2015</b> 8: 00 AM-5: 15 PM <b>01/22/2015</b> 8: 00 AM-5: 30 PM	Basic National Certified Investigator/ Inspector Training	\$345 for members of CLEAR \$430 for all others	<i>Sponsor: The KS Board of Healing Arts (KBHA) - Council on Licensure, Enforcement &amp; Regulation (CLEAR) at:</i> <a href="http://clearhq.org/event-1775926">http://clearhq.org/event-1775926</a>	Kansas State Board of Healing Arts Boardroom (800 SW Jackson, Lower Level, Suite A)	All Employees	CLEAR's Basic Certification Program is a 3-day, hands-on training and certification program in investigation and inspection techniques and procedures, and will include: Principles of Administrative Law & the Regulatory Processes, Investigative Process, Principles of Evidence, Interviewing Techniques, Overview of Inspections & Inspection Procedures, Report Writing, and Testifying in Administrative & Criminal Proceedings. If you have any questions please contact Barbara Montgomery at: <a href="mailto:bmontgomery@ksbha.ks.gov">bmontgomery@ksbha.ks.gov</a> or 785.296.8558.
1/27/2015	New Employee Orientation	\$0*	<i>KS Dept. of Admin (KDoA) - Allison Conklin</i> at: <a href="mailto:allison.conklin@da.ks.gov">allison.conklin@da.ks.gov</a>	2025 E Iron Ave, Salina, KS Highway Patrol Training Academy, Room 45	New Employees	Learn about your new employer, the State of Kansas! This course will increase your awareness of State of Kansas employment policies, procedures, rights, responsibilities and benefits to help you positively connect, engage and support the achievement of your agency's mission, vision and goals-aligned with State of Kansas' direction and roadmap. This course covers the required topics identified in Personnel Bulletin 14-01.
1/29/2015	New Employee Orientation	\$0*	<i>KS Dept. of Admin (KDoA) - Allison Conklin</i> at: <a href="mailto:allison.conklin@da.ks.gov">allison.conklin@da.ks.gov</a>	1220 W 4th Ave, Hutchinson, KDOT District 5 Conference Room	New Employees	Learn about your new employer, the State of Kansas! This course will increase your awareness of State of Kansas employment policies, procedures, rights, responsibilities and benefits to help you positively connect, engage and support the achievement of your agency's mission, vision and goals-aligned with State of Kansas' direction and roadmap. This course covers the required topics identified in Personnel Bulletin 14-01.
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February 2015 Course Information						
Date	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
02/19/2015 9:30 AM to 12:00 Noon	Sexual Harassment in the Workplace: Charting a New Course	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	Kansas Neurological Institute, Wheatland Bldg, Rooms B & C, 3107 SW 21st Street, Topeka	New Supervisors	This training will consist of lecture, a video, discussions, and large and small group exercises. The purpose of the training is to provide supervisors with an in-depth knowledge of sexual harassment. This training will include discussions about perceptions and boundaries; the EEO definitions and guidelines; responsibilities of a supervisor; discussion pertaining to the difference between a hostile work environment and an unhealthy work environment.
02/24/2015 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	Kansas Neurological Institute, Wheatland Bldg, Rooms A & B, 3107 SW 21st Street, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
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March 2015 Course Information						
Date	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
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#### April 2015 Course Information

Date	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
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#### May 2015 Course Information

Date	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
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5/7/2015 1:00 PM to 4:30 PM	Getting the Most Out of Time -- Realistic Time Management Fundamentals	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	Kansas Neurological Institute, Wheatland Bldg, Rooms A & B, 3107 SW 21st Street, Topeka	All Employees	To provide practical tools, practices and tips for assessing, developing, and applying time management skills in order to increase effectiveness and efficiency in the workplace even in these hectic, fast changing times.
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5/12/2015-5/14/2015 8:30 AM to 4:30 PM (This Session Is Full)	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	Kansas Neurological Institute, Wheatland Bldg, Rooms A & B, 3107 SW 21st Street, Topeka	New Supervisors to attend all three days	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.
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5/28/2015 8:30 AM to 4:00 PM	Building High Performance Teams	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	Kansas Neurological Institute, Wheatland Bldg, Rooms A & B, 3107 SW 21st Street, Topeka	All Employees	To equip employees with knowledge and tools needed to build and support highly performing teams in the dynamic workplace of today.
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June 2015 Course Information						
Date	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
06/18/2015 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	Kansas Neurological Institute, Wheatland Bldg, Rooms A & B, 3107 SW 21st Street, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
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